

## Client Services Guide

### Our Services

Quintessential Tutors identify and recruit high quality tutors. Tutors will be matched specifically to your educational needs, family circumstances and pattern of life. Placements may be as little as 10 hours a week or full time positions where the tutor lives with the client for a year or more.

### Scenarios

Whilst all placements are different, here are a few brief examples of the types of positions that we select for:

- *Scenario A – Full time home schooling:* The Client is resident in Hong Kong on business for a year long placement and would like to maintain the curriculum continuity for his two children by using a home tutor rather than registering in an International school.
- *Scenario B – Evening Support:* The Client is concerned that her daughter is struggling with her schoolwork, particularly in Mathematics and Sciences. She is looking for a Tutor to provide support for her after school, 3 evenings a week. The Tutor will also spend some time 2 evenings a week working with her younger brother, who is beginning to show an interest in the Classics and needs additional extending. This placement will be for 12.5 hrs a week.
- *Scenario C – Full time home schooling:* The Clients do not want the formal educational approach that schools tend to offer and is seeking a full time tutor who will broaden their children's experiences through a series of visits and project work rather than limiting their education to classroom learning. Although unorthodox, the Clients feel that this approach will engender a lifelong love of learning.
- *Scenario D – Holiday exam preparation:* The Client is seeking a tutor to help prepare her son for Common Entrance exams to ensure he qualifies for their chosen secondary school. The tutor is required to teach a full range of subjects for 4 hours a day during the school holiday.
- *Scenario E – Full time for Special Needs support:* The Client is looking for a full time tutor to home school her son. She feels that her child is not thriving in main stream schooling due to a range of special needs, including ADHD (Attention Deficit and Hyperactivity Disorder) and dyslexic tendencies.
- *Scenario F – Full time/short term:* The Client requires a tutor to support her daughter who is on location with a film set for a period of 2 months. The tutor will need to be flexible to fit the girl's learning around her filming schedule.
- *Scenario G – Full time/ short term:* An elite sportsman is to be accompanied by his family for the duration of the season. The Tutor will need to travel with the family around the circuit, adapting the curriculum to take advantage of local opportunities in each location.

These are not restrictive examples and we are always happy to talk about your individual requirements. We run an adaptable, consultative service that specifically meets your needs whatever your lifestyle, wherever you are in the world.

## Recruitment Process

